

SOLID WASTE/RECYCLING SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the work of crews involved in refuse and recycling collection and disposal, and field maintenance activities.

Supervision Received and Exercised:

Receives direction from a Solid Waste Services Manager or other supervisory or management staff.

Exercises direct supervision over assigned staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Plan, prioritize, assign, supervise and review the work of staff involved in refuse and recycling collection and disposal, container repair, fleet washing, and/or field maintenance work relating to alley collection.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for work procedures; implement policies and procedures that facilitate a healthy and productive work environment for staff; supervise, plan and monitor safety activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Participate in preparation of the section budget; monitor and control expenditures.

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- Assist in the preparation of bid specifications on refuse containers and solid waste collection vehicles and equipment; inspect, test, and evaluate incoming supplies and equipment.
- Enforce City regulations on proper waste disposal and legal dumping, may coordinate the inspection and permitting of private sanitation services for legal operation by the City.
- Resolve complaints and requests for service from the general public and commercial customers; responds to, and addresses accidents, property damage claims, and recommend corrective actions as necessary to resolve issue.
- Coordinate section activities with other divisions, other city departments and with outside agencies; may monitor various contracts for the City.
- Operate equipment as required utilizing proper safety precautions related to all work performed.
- Maintain accurate records of work performed, materials and equipment used, and associated work; requisition supplies and materials; may assist in the billing and reconciliation of solid waste billing accounts.
- Perform related duties as assigned

Minimum Qualifications:

Experience:

Three years of experience in solid waste operations; construction operations, large truck delivery/equipment scheduling or operations; or a directly related to the core functions of this position, including one year of lead responsibility or monitoring the work of contractors.

Education:

Equivalent to completion of the twelfth grade supplemented by additional coursework relevant to area of specialization. Requires ability to read and write at a level necessary for satisfactory job performance.

Licenses/Certifications:

Requires the possession of a valid Arizona Class A driver's license at the time of application.

Effective February, 2002 Revised March 2002 (Title Change) Revised May 2005 Revised December 2011 (add CDL requirement)

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Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 291

Status: Non-Exempt / Classified